work the web

Organizer 97

The leading time management software for Windows.

With Organizer 97, time is on your side.

This new version of award-winning Lotus Organizer is designed to take advantage of Windows 95/NT. And it's packed with features to boost your productivity, simplify your life, and help you make the most of your time.

Organizer 97 is fast to learn and fun to use. In fact, its on-screen book has tabs for each section and pages that turn — just like paper datebooks. So you'll feel right at home, right from the start.

You can use Organizer 97 to schedule appointments, create prioritized to do lists, plan major events, store and organize addresses, track phone calls, make notes, share calendars, sort information, mark important dates, link to favorite sites on the World Wide Web and more.

Now it's easier than ever to manage your workload and stay on top of your schedule. Put time on your side — with Lotus Organizer 97 for Windows 95.

Key Features and Benefits:

- Calendar lets you see all your daily business commitments — appointments, to do's, calls, events and anniversary reminders — in a single place.

- Go directly to your favorite Web sites from links you store in Organizer's Notepad. (You'll need your own Web browser.)

- Run Organizer on your laptop while on the road, and merge new information with your Organizer file on the LAN when you return.

- Choose from over two dozen print layouts, from a monthly calendar to trifolds, and print on pages that fit popular paper datebooks.

- Content files provide helpful information including holiday lists, 800 numbers, telephone area codes, and more.

Get the computerized way to keep tabs on things.

Manage your time in no time. Once you put Lotus Organizer 97 to work, you'll wonder how you ever managed your time without it.

You'll never forget another meeting because Calendar lets you set alarms to remind yourself of commitments — no matter what Windows application you're in. You can book overlapping appointments and "pencil in" tentative ones. Display your Calendar in day, week, two-week, or monthly periods. And switch to the new daily view so you can see your schedule graphically. Even show entries from your To Do, Planner, Calls and Anniversary sections in Calendar. So you can see all your commitments — in one convenient place.

Organize your ideas and information.

The Notepad section is a great place to jot down your ideas, then find them with a single click. You can now use multiple type fonts, colors and sizes, as well as bold, italics and underlining. And besides linking to spreadsheets, graphics and text files, you can also work on them — right in Notepad.

Get direct access to the Internet.

You can go from links you've stored in Notepad directly to your favorite Web sites. (You'll need your own browser for this.) Plus, you can use built-in SmartIcons to quickly reach the Lotus Web site to get information and support. Keep track of what to do and when to do it.

With Organizer's To Do list, you can sort entries by priority, category, status or start date. Set reminder alarms, list recurring tasks automatically, carry overdue items forward, and check off completed tasks. Plus, you can create separate To Do sections to group tasks by project or person to maximize your resources.

Manage your business.

Organizer's Calls section is an easy way to track both incoming and outgoing calls. All your uncompleted calls are carried forward automatically, so you won't forget to make them. And because the Calls section is tightly integrated with the Address section and Windows 95, you can autodial phone numbers quickly and easily.

Look up names and addresses in seconds.

Enter both home and business addresses for each of your contacts in Organizer's Address section. Even include multiple telephone numbers and e-mail addresses for each one. You can easily sort your contacts by name, company, zip, or category. Print listings to use while you're away from the office, create mailing labels, and export information for mail-merge letters.

See the big picture at a glance.

The Planner is an indispensable tool for tracking multi-day events or projects. This 12-month wall chart also has a quarterly view, and you can book overlapping events of any duration. What's more, you can unfold the Planner on-screen to see the big picture — making it easy to track up to 15 different events.

Never forget an important date.

If you've ever forgotten an important birthday or anniversary, you'll appreciate the Anniversary section. Once you enter your do-not-forget occasions, they'll appear every year, automatically. And you can enter floating holidays, set alarms, sort entries, and view them by category, year, month or zodiac sign. Boost group productivity.

Keep your colleagues up to date by sharing Organizer sections via your network. For example, share Calendar information with your boss or assistant. Create a master Address book, Call manager, and Planner that everyone on your LAN can access — to improve group productivity. You control who has access to your Organizer files and who doesn't by creating a User Access List with up to 3 levels of security.

Stay organized on the road.

You can run Organizer on your laptop, then merge new information with your Organizer file on the LAN when you return. Or choose from over two dozen print layouts ranging from your monthly calendar to trifolds. And print on pages that fit most popular datebooks.

Link all your Organizer information.

Organizer shows its true power once you create links among entries stored in different sections, say an appointment in Calendar linked to a customer in the Address book and to an agenda in Notepad. You can then move quickly and directly among them to connect ideas and information with people and projects.

Discover the power of Organizer.

Lotus Organizer may look like a conventional desktop planner, but that's where the similarity ends. For instance, this powerful, integrated system now lets you insert new entries in any Organizer section from whatever section you're in. Plus show your To Do, Planner, Call and Anniversary entries in your Calendar. And if you need to retrieve information but can't remember what section it's in, use Organizer to find it for you — on the spot.

All this and it's fun too.

A flaming trash barrel, animated pointers like hands grabbing and fingers pointing, and sounds like pages turning make Organizer 97 fun to use. What's more, you can get up to speed quickly with the interactive guided product tour. Start making the most of your time as soon as you open the box — with Lotus Organizer 97 for Windows 95.

What's New in Lotus Organizer 97.

- Now Organizer lets you make the most of Windows 95 and Windows NT capabilities, including long file names, multi-threading, OLE 2 automation and 32-bit power.
- Store and launch your favorite Web pages right from Notepad, using your own browser.
- Uncompleted calls in the Call manager roll over to the next day — just like To Do's.
- The Address section now prints international addresses in the correct format.
- Organizer's Almanac file is packed with useful information: major hotel and airline phone numbers, restaurant reviews, golf course recommendations, movie ratings, time management and travel tips, telephone area codes, holiday listings, etc.
- Get off to a fast start with an interactive guided tour.
- SmartIcons lead you to helpful spots on the Organizer World Wide Web site.

Features Overview

Calendar

- Display Calendar in day, week, two-week or month views
- See your schedule graphically with new daily view
- Book overlapping appointments
- "Pencil in" tentative commitments
- Set recurring appointments by day, week, month, year or variable dates
- Share Calendars with other workgroup members
- Include other users' Calendars in your Organizer file
- Display To Do, Planner, Calls and Anniversary entries in your Calendar

- Automatically merge Calendar changes made on the road with the Calendar back at the office
- Set alarms and display messages to remind yourself of meetings or to run an application at a preset time
- Reschedule and cancel appointments using drag and drop

To Do List

- Set priority levels on To Do's
- Color automatically indicates status as Current, Future or Overdue
- Set alarms on tasks
- Assign categories to group tasks by project, person, etc.
- Sort tasks by priority, status, date or category
- List recurring tasks
- Check off completed tasks, specify a completion date and select whether to display completed tasks
- Carry forward overdue entries automatically

Address Book

- Enter business and home addresses for each person
- View records in any of four formats
- Categorize and sort by name, company, category, or zip code
- Enter multiple telephone numbers, e-mail addresses, etc.
- Attach notes to any contact name
- Import/Export information from database formats including .TXT, .DBF
- Merge Address Book information easily with your word processing
- Filter the address book on specific criteria
- Customize field names
- Print international addresses with correct format.

Calls

- Manage contacts by tracking incoming and outgoing calls
- Display call records by individual, status, company, date or category
- Log date, time, duration, company, number and notes per call
- Retrieve name and company information from the Address section when entering calls
- Create follow-up call records
- Carry forward uncompleted calls automatically
- Dial and redial numbers automatically via modem

Planner

- Book overlapping events of varying duration
- Change event duration and move events with drag and drop
- Block off event time from your Calendar
- Display quarterly or yearly views
- Define up to 15 different events for scheduling
- Display 12-month charts to year 2100

Notepad

- Type free-form notes, import numbers, text and graphics files, and display
- Categorize entries and sort pages by number, creation date, category or title
- Link to files and work on them right in Notepad
- Use multiple type fonts, colors and sizes, as well as bold, italics and underlining
- Store graphs and charts on fold-out pages
- Create a table of contents whenever you make an entry
- Navigate to a specific page from the table of contents
- Customize page numbering and table of contents display
- Print pages, chapters or the complete Notepad
- Use DDE and OLE 2 to link and embed important information

Anniversary

- Mark birthdays, anniversaries, holidays and other important events and set alarms to remind yourself of them each year
- Display recurring events by year, month, category or zodiac sign
- Include variable dates (e.g., Thanksgiving) as well as fixed dates

Printing

- Over two dozen print layouts including monthly calendars and trifolds
- Supports all Windows printers: including HP® and PostScript®
- Print on standard or customized paper sizes, and in formats to fit Avery®, DayRunner®, Day-Timer®, Deluxe, Filofax® and Franklin Day Planner® pages
- Include header and footer information, and print on both sides

General

- Take advantage of Windows 95 with long file names, tabbed dialog boxes, OLE 2, multi-threading and more
- Organizer 97 automatically converts Organizer 1.0, 1.1, 2.0 and 2.1 files
- Merge your local Organizer file with your Organizer file on the LAN
- Get up to speed quickly with the interactive guided tour

- Link information across sections with point-and-click ease
- Add and rename sections, change tab colors and personalize covers
- Insert new entries in any section, from whatever section you're in
- Edit entries directly on screen
- Share Organizer sections with other members of your workgroup to boost productivity
- Control access to your Organizer files with up to three levels of security
- Archive information from any section by date
- Send and receive electronic mail with cc:Mail™ and Lotus Notes®

System Requirements

IBM PC or compatible with an 80486 processor or higher, 12MB RAM (16MB recommended), Microsoft Windows 95, 15MB hard disk storage (minimum), VGA monitor or higher, mouse or pointing device (optional). Supports most popular networks including Novell NetWare versions 3.12, 4.0x, and 4.11, Microsoft Windows NT Server versions 3.51 and later, IBM LAN Server versions 3.0 and 4.0, Artisoft LANtastic version 6.x, and other 100% MS-NET compatible networks.

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www.lotus.com/smartsuite

For more information, call
1-800-343-5414
In Canada, call
1-800-GO-LOTUS